Companies: Guidelines for Internships
Graduations of July and October 2020

1. **Internships and Project Activities can be activated in smart working mode** with the following rules:
   - it shall be possible to carry out the activity from home
   - students should be provided with the necessary data and tools to perform the activities
   - tutor from the company must be "active", at least in smart working. So, they are able to interact with students. Scientific tutors are already in smart working mode, so the problem should not rise.
   - The company must upload a declaration in the [Internship Platform](#) at the document management within the student's Training Project. This declaration must contain the duration of the period in which the smart work is granted.

2. **If the company is not able to guarantee the completion and/or continuation of the internship**, it is possible discuss with the trainee/student so they can:
   - Request UNIMORE to end the internship early, if the student has already completed at least 75% of the internship.
   - In case the minimum of 75% of the internship was not reached, they should contact the tutor who is in contact with the company and agree upon a Project Activity/Alternative Activity to replace the remaining hours. These activities should be completed in smart working modality.

For further details, please contact the internship office at: stage.ingegneria@unimore.it

After May the 3rd, these guidelines will be either confirmed or other guidelines will be provided.